



Reference No. 24CRS02-04-2472

## OFFICE MEMORANDUM NO. 2024-104

TO

ALL REGIONAL DIRECTORS, CRASD CHIEFS, CHIEF

STATISTICAL SPECIALISTS, BIRTH REGISTRATION COORDINATORS AND CONCERNED PSA FIELD

PERSONNEL

SUBJECT

Operational Structure of Birth Registration Assistance

Project at Provincial Statistical Offices

DATE

24 April 2024

The participation and outputs of Birth Registration Assistance Project (BRAP) Coordinators are necessary to attain the goals and objectives of BRAP. In line thereto, BRAP Coordinators must assist the Region/Province specially on the submission of correct reports to the BRAP Project Management Office.

In this regard, the BRAP Coordinators should be under the direct supervision of the Registration Officer (RO) II in the Provincial Statistical Office (PSO). In the absence of RO II, such responsibility will be performed by RO I. Thus, all their activities, reports, and accomplishments must be strictly monitored and counter-checked by the RO II or RO I. Attached hereto is the operational structure of BRAP at PSO for your reference.

Also, to ensure accurate data in the implementation of the Project, the BRAP Coordinators and ROs II or ROs I are enjoined to submit clean, verified and correct reports to BRAP Project Management Office.

For your information and strict compliance.

CLAIRE DENNIS S. MAPA, PhD

Undersecretary

National Statistician and Civil Registrar General

Attachment:

1. Operational Structure of BRAP at Provincial Statistical Office



www.psa.gov.ph

Date: 24 April 2024

## **Operational Structure of BRAP at Provincial Statistical Office**

## **Chief Statistical Specialist**

## Registration Officer II/Registration Officer I

- a. Supervise the BRAP Coordinators within the province;
- b. Certifies/approves the accomplishment reports of BRAP Coordinators; and
- c. Check and monitor the accomplishments and reports of BRAP Coordinators

#### **BRAP Coordinators**

- a. Coordinate with the concerned Local Civil Registry Office (LCRO) the list of individuals issued with negative certification by the Philippine Statistics Authority (PSA) for facilitation of the delayed registration;
- b. Coordinate with the Central Office the list of names submitted by LCROs for verification;
- c. Monitor the requests and issuances of COLBs in security paper to avoid duplicates and discrepancies;
- d. Interview applicants for the delayed registration of births;
- e. Prepare the four (4) copies of the Certificate of Live Birth (COLB) and ensure that all entries are complete and correct with the supporting documents submitted by the applicant;
- f. Facilitate the out-of-town processing of registration of births;
- g. Ensure proper receipt and control of all civil registry documents for registration under the Birth Registration Assistance Project (BRAP);
- Submit weekly and monthly accomplishment reports to their immediate supervisor and to the BRAP Project Management Office and provide justifications in cases of

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- discrepancies in reflected output;
- Prepare and submit narrative reports regarding the status of the project at provincial level for Provincial Consolidated Narrative Reports (PCNR);
- j. Conduct regular Information, Education and Communication (IEC) activities concerning civil registration; and
- k. Perform other tasks assigned by the Immediate Supervisor and the Project Director.

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